



# POLICY & PROCEDURE

## PORTAGE POLICE DEPARTMENT

SUBJECT: **PERFORMANCE EVALUATIONS**

SCOPE: All Department Personnel  
DISTRIBUTION: Policy & Procedures Manual

REFERENCE:

NUMBER: 2.07  
ISSUED: 02/07/2022  
EFFECTIVE: 02/07/2022  
 RESCINDS  
 AMENDS  
WILEAG 5<sup>TH</sup> EDITION  
STANDARDS: 2.5.1, 2.5.2, 2.5.3,  
2.5.4, 2.5.5, 2.5.6, 2.5.7

---

PURPOSE: The purpose of this Policy & Procedure is to establish guidelines for the Portage Police Department for the evaluation of each member's performance.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. SUPERVISOR/RATER RESPONSIBILITIES
- III. OBJECTIVES
- IV. PROCEDURES
- V. EVALUATION SYSTEM
- VI. RETENTION OF PERFORMANCE EVALUATION REPORTS

### I. POLICY

- A. It is the policy of the Portage Police Department to evaluate and document the performance of all its members.

Performance criteria must be specific to the member's position during the rating period and be based on tasks listed in the job description for that position. Definitions of the criteria used to qualify/quantify work should be reasonable, descriptive, objective and measurable, when possible.

## II. SUPERVISOR/RATER RESPONSIBILITIES

### A. Supervisors are required to:

1. Rate the performance of subordinates on a continuing basis
2. Reinforce good performance
3. Correct substandard performance

### B. Supervisors shall receive training in performance evaluation procedures and responsibilities.

### C. Supervisors' own performance evaluations shall include appraisal of:

1. The fairness and impartiality of evaluations they give their subordinates;
2. Their abilities as teachers, trainers, and counselors; and
3. Their abilities as raters in the performance evaluation system.
4. Evaluations will cover a specific period and only performance during that period will be rated. Sworn Officers will be evaluated annually, with the rating period beginning January 1 of each year.
5. Administrative staff and non-sworn staff will be evaluated annually on their anniversary date.
6. Probationary employees will be evaluated quarterly.
7. Probationary officers in the Police Officer Training Program will be evaluated under the guidelines of that program.

## III. OBJECTIVES

### A. Employee Evaluations

1. The Portage Police Department will annually evaluate department employees.
2. It is important for supervisors and employees to consider some issues associated with the evaluation process. The department evaluates its employees, in part, for the following reasons:
  - a) Motivate employees to improve, and to meet department goals/objectives.
  - b) Recognize, encourage and reward good performance.
  - c) Provide feedback, foster supervisor/employee communication.

- d) Facilitate employee career development/job satisfaction, whether or not it involves promotion.
  - e) Assess training needs.
  - f) Disciplinary purposes.
2. The process is more important than the form. This should be understood and accepted by employees as well as supervisors. Employees want evaluations to be fair, impartial and specific. Performance needs to be measurable.
  4. Objectives should be set for employees. They need to be important, specific, single-ended, measurable, and have a time element. They should reflect organizational goals/objectives.
  5. A certain amount of subjectivity is inherent in any evaluation process. This form has been developed to minimize it by being as specific and objective as possible. It requires that all supervisors evaluate employees continually and document it in an Observation Report. When an observation report is generated, a supervisor should meet with the involved employee as soon as practical to review the issue raised in the (OR). All of the elements and facts of the specific issue should be clearly articulated in the OR. Regular use of "observation reports" should simplify the completion of the evaluation form at rating time. They can readily provide attainable objectives for the employee.
  6. The same evaluation form will be used for regular sworn officers and probationary officers. Salaried and non-sworn staff will be evaluated with the City of Portage employee evaluation form.

#### IV. PROCEDURES

- A. The procedures regarding how to use the performance evaluation form will be provided to supervisors.

#### V. EVALUATION SYSTEM

- A. When an employee wishes to contest an evaluation:
  1. The employee will initially address their concerns with the rater/supervisor.
  2. The employee may attach a written statement to the evaluation.
  3. Upon an inability to resolve their concerns with the rater, the employee may contest their evaluation with the Chief of Police or designee.
  4. The Chief will be the final review authority on contested performance evaluations, the unless the chief is the evaluator in which the issues will be forwarded to the City Administrator.

- B. At the end of the evaluation session, the rater will counsel the employee regarding:
1. The results of the evaluation,
  2. The level of performance expected and goals for the next rating period, and,
  3. Suggestions for career advancement, specialization, or appropriate training for their position.
  4. Have employee being rated sign the performance assessment form.
- C. A copy of the completed evaluation report will be given to the employee.
- D. Completed evaluation reports will be reviewed and signed by the rater's supervisor. The report will then pass up the chain of command for review.
- E. The results of performance evaluations will be used to identify needs for employee training. They will serve as administrative guides concerning advancement, promotions, demotions, assignments, and disciplinary actions, including termination.

## VI. RETENTION OF PERFORMANCE EVALUATION REPORTS

- A. All performance evaluation reports will be permanently maintained in each member's personnel file located in the Office of the Chief of Police.

Keith J. Klafke  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 02/07/2022  
Updated 03/16/2026